

EXPENSES CLAIM FORM

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- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:					Elizabeth					Denham					DATE OF CLAIM: DD/MM/YY					09/08/18					CLAIM REFERENCE:					Denh09-08-18						
										COST CENTRE (TEAM NUMBER / NAME):										120 - LEADERSHIP TEAM					overwrite this cell with currency if "other" selected below.											
DATE & TIME (FOR SUBSISTENCE CLAIMS)																														FINANCE USE						
RECEIPT DATE/ TRIP START		TRIP END			TOTAL TRIP		REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED CHOOSE CURRENCY		PROJECT CODE						
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST					ENTER NUMBER UNLESS N/A APPEARS				UK £		USE DROP DOWN LIST			CODE		
10/05/18						n/a		ETHIL Appearance					Taxi					UK Travel & Accommodation 26001					1				3		38.00					120-26001-		
12/05/18						n/a		Conference in Berlin					Taxi to Airport					UK Travel & Accommodation 26001					2				1		20.00					120-26001-		
24/05/18						n/a		EDPB Meeting Brussels					Taxi to and from Airport					UK Travel & Accommodation 26001					3				1		40.00					120-26001-		
29/05/18						n/a		Ausrian DPA Visit					Taxi to Airport					UK Travel & Accommodation 26001					4				2		20.00					120-26001-		
03/06/18						n/a		EP LIBE Committee Brussels					Taxi to Airport					UK Travel & Accommodation 26001					5				1		20.00					120-26001-		
05/06/18						n/a		External Meetings in London					Taxi in London					UK Travel & Accommodation 26001					6				1		21.50					120-26001-		
19/06/18						n/a		External Meetings in London					Train Ticket					UK Travel & Accommodation 26001					7				1		56.00					120-26001-		
25/06/18						n/a		External Meetings in London					Accommodation					UK Travel & Accommodation 26001					8				1		268.80					120-26001-		
02/07/18						n/a		External Meetings in London					Snack in London					UK Subsistence & meals 26001					9				1		7.33					120-26001-		
02/07/18						n/a		External Meetings in London					Lunch in London					UK Subsistence & meals 26001					10				1		7.99					120-26001-		
11/07/18						n/a		External Meetings in London					Drink in London					UK Subsistence & meals 26001					11				2		3.50					120-26001-		
11/07/18						n/a		External Meetings in London					Underground Train Ticket					UK Travel & Accommodation 26001					12				1		4.90					120-26001-		
11/07/18						n/a		External Meetings in London					Accommodation in London					UK Travel & Accommodation 26001					13				1		190.80					120-26001-		
16/07/18						n/a		External Meetings in London					Lunch in London					UK Subsistence & meals 26001					14				1		9.23					120-26001-		
17/07/18						n/a		External Meetings in London					Lunch in London					UK Subsistence & meals 26001					15				1		3.99					120-26001-		
26/07/18						n/a		Spanish DPA Visit					Luggage Charge at Manchesater Airport					UK Travel & Accommodation 26001					16				1		10.00					120-26001-		
31/07/18						n/a		External Meetings in London					Taxi in London					UK Travel & Accommodation 26001					17				1		13.00					120-26001-		
31/07/18						n/a		External Meetings in London					Taxi in London					UK Travel & Accommodation 26001					18				1		13.20					120-26001-		
14/05/18						n/a		Conference in Berlin					Taxi from Manchester Airport					UK Travel & Accommodation 26001					19				1		20.00					120-26001-		
11/07/18						n/a		External Meetings in London					Snack on train					UK Subsistence & meals 26001					20				1		3.40					120-26001-		
11/07/18						n/a		External Meetings in London					Lunch in London					UK Subsistence & meals 26001					21				1		8.55					120-26001-		
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NAME:				Elizabeth				Denham				DATE OF CLAIM: DD/MM/YY				09/08/18				CLAIM REFERENCE:				Denh09-08-18							
												COST CENTRE (TEAM NUMBER / NAME):								120 - LEADERSHIP TEAM				overwrite this cell with currency if "other" selected below				FINANCE USE			
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE							
RECEIPT DATE/ TRIP START		TRIP END																				TOTAL TRIP				CHOOSE CURRENCY					
DD/MM/YY		00:00:00																				DD/MM/YY				00:00:00					
26/07/18						n/a		Visit to Spanish DPA Madrid				Snack on plane				Overseas Subsistence & meals 26002				1				1		5.00				120-26002-	
26/07/18						n/a		Visit to Spanish DPA Madrid				Taxi to airport				Overseas Travel & Accommodation 26002				2				3		45.00				120-26002-	

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NAME:				James				Dipple-Johnstone				DATE OF CLAIM: DD/MM/YY		14/08/18		CLAIM REFERENCE:		Dipp14-08-18	
							COST CENTRE (TEAM NUMBER / NAME):						SELECT COST CENTRE HERE			overwrite this cell with currency if "other" selected below		FINANCE USE	
DATE & TIME (FOR SUBSISTENCE CLAIMS)			REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY		RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED	PROJECT CODE		
RECEIPT DATE/ TRIP START	TRIP END															TOTAL TRIP		CHOOSE CURRENCY	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS	EURO €	USE DROP-DOWN LIST	CODE								
25/07/18		25/07/18		n/a	Meeting with Spanish DPA, Madrid ([REDACTED])	Taxi (inc. tips - 1.25 euros)	Other	1		3	8.80	NO PROJECT - 0000	SEL:Other0000						
25/07/18		25/07/18		n/a	Meeting with Spanish DPA, Madrid ([REDACTED])	Taxi (inc. tips - 1.25 euros)	Other	2		3	9.25	NO PROJECT - 0000	SEL:Other0000						
26/07/18		26/07/18		n/a	Meeting with Spanish DPA, Madrid ([REDACTED])	Refreshments	Overseas Subsistence & meals 26002	3		N/A	3.00	NO PROJECT - 0000	SEL:26002-0000						

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DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY					RECEIPT NUMBER					NO. MILES			NO. PASSENGERS			AMOUNT CLAIMED		PROJECT CODE				
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																											CHOOSE CURRENCY						
DD/MM/YY 00:00:00		DD/MM/YY 00:00:00		HRS	WHY YOU TRAVELLED		WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST					ENTER NUMBER UNLESS N/A APPEARS			UK £					USE DROP DOWN LIST			CODE									
25/07/18					n/a		Meeting with Spanish DPA [redacted]					Overnight expenses					Overseas overnight incidental allowance 2					N/A						N/A			10.00		NO PROJECT - 0000			SEL26002-0000	
																																		</			